



UTILITY DISCONNECTION PERMIT

Do I need a permit to remove utilities from the Village water main or sanitary sewer?

- Yes, a permit is required to remove services from Village mains and to work within a Right-of-Way. This permit must be completed and approved prior to the issuance of a building demolition permit.

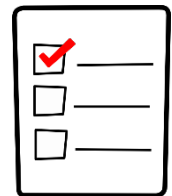
PERMIT PROCESS

Due to the uniqueness of each demolition, there may be additional requirements. This information is being provided to help guide you through the permit process. It is the responsibility of the property owner to ensure that a permit has been secured prior to commencing any work and that all required inspections are approved.

Step 1: Permit Application Submittal

Submittal Requirements Checklist

- Completed [Building Permit Application](#)
- All contractors must be registered for the current calendar year with the Village. See [Contractor Registration Application](#).
- Two copies of the Plat of Survey
 - Plat of Survey should be clean and legible
 - Show location of disconnection and explain how the Village's water main and sanitary sewer are going to be repaired. *(Please note that these specifications are not all-inclusive. Additional changes or requirements may be made by the inspectors at the time of the inspection to ensure that all construction is performed to code.)*
 - Water main
 - For residential services - the corporation stop should be removed from main and a sleeve will be placed over the area.
 - For larger ductile iron service or hydrant lead, the water main can be removed from the tee and capped at the tee. New stainless steel bolts are to be added to the tee.
 - Any meters and valves are to be returned to the Village.
 - Sanitary sewer
 - The tee should be cut out and the pipe replaced with non-shear mission couplings with Stainless Steel bands.
 - If the service enters a manhole it should be removed from the manhole and the hole closed up with brick and mortar.
 - If the work is within a Village Right-of-Way (ROW) a ROW permit is required. If the developer has already submitted a letter of credit a ROW bond is not required. If the work is within a County or State ROW a permit is needed from the proper agency.



Step 2: Processing and Plan Review

Review Period

- Average review time is 3 to 5 business days after all required information is provided.
- If any portion of the application is not approved, applicant will be sent a review letter to the email and/or address provided on the application. This letter will list all of the items that need to be addressed prior to the permit being issued. Applicant must respond in writing and provide corrected plans as directed in the review letter, at which time the revised plans will be reviewed.
- Once approved, the applicant needs to pay for and pick up the permit before any work begins.

Step 3: Permit Issuance

Permit Fee

- Permit is a flat \$100.
- If there is work in the Right-of-Way, and a letter of credit is not on file, an additional \$1000 refundable bond is due at the time of permit issuance.
- The fee is due at time of permit issuance. Accepted payment methods are cash, check, or credit card (except AmEx); however, there is an additional processing fee for credit card payments.



Approved Plans

- Approved plans will be given to the applicant at time of issuance.

Step 4: During Construction

General Information

- The permit card must be posted at the property in plain view from the street and remain until final inspections have been approved.
- Construction is permitted on weekdays between 7 a.m. and 7 p.m. and on weekends between 8 a.m. and 7 p.m. (See the [Village's Municipal Code, Section 9.38.037](#))
- No materials or dumpsters are to be stored on the street or in the parkway.
- Approved plans must be kept on site and be available at inspections.
 - Any changes to approved plans, including a change in contractor, require an amendment to the existing permit. An [Amendment Form](#) must be submitted along with supporting documentation showing the proposed changes. No further inspections will be scheduled until the amendment is approved and picked up.
 - Permit is invalid if work is not commenced within 6 months or is suspended or abandoned for a period of 6 months after commencement of work.



Underground Utilities

- Call 811 at least 48 hours before you start any digging project. Utility companies who have potential facilities in the area will be notified. Each utility company will send a locator to mark the appropriate location of the underground utility lines within a few days of your call. For more information, visit call811.com.



Step 5: Inspections

Required Inspections

- **Water main shutdown**
 - After permit issuance, schedule a water main shutdown for disconnection of water services. Please contact the *Engineering Department* at (847) 459-2523.
- **Final inspection**
 - Once the work has been completed, call the *Engineering Department* at (847) 459-2523 to schedule the final inspection. Final inspections will typically be done within a week.

MORE INFORMATION



- More details and requirements can be found in the Village's Municipal Code
 - [Title 13 – Water and Sewer](#)
 - [Title 16 - Development](#)
- Call the *Engineering Department* at (847) 459-2523 with any questions.
- All forms and applications can be found at www.vbg.org/bzdownloads.